

BY ORDER OF THE COMMANDER
552D AIR CONTROL WING

552D AIR CONTROL WING (ACC)
INSTRUCTION 36-2801



1 MAY 2014

Personnel

RECOGNITION AWARDS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Programs*. This instruction outlines the 552d Air Control Wing's (552 ACW) Monthly, Quarterly and Annual Recognition Program. It applies to all personnel, civilian and military, assigned to the 552 ACW. The 552 ACW Command Chief Master Sergeant (CCC) oversees the Quarterly and Annual Recognition Program, and the 552 ACW Director of Staff oversees the Monthly Recognition Program. This instruction is designed to recognize outstanding Company Grade Officers (CGOs); Field Grade Officers (FGOs); Senior Noncommissioned officers (SNCOs); noncommissioned officers (NCOs); Airmen (Amn); and civilian employees. This program provides recognition for outstanding military and civilian members who demonstrate exceptional duty performance, personal character, integrity, initiative, and efforts to improve themselves as well as enhance their unit's efficiency and effectiveness. This instruction requires collecting and maintaining information subject to the Privacy Act of 1974 authorized by Title 10 U.S.C. 8013. Privacy Act System of Records Notices F036 AF PC N, *Unit Assigned Personnel Information*, and F036 AF PC V, *Awards and Decorations*, apply. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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1. Participation in the Program.

1.1. Participating Organizations. For all award categories, the 552 ACW Staff will compete as a group, separate from their unit of assignment, in the award programs outlined in this instruction. The following groups will compete for wing level awards: 552d Operations Group (552 OG), 552d Air Control Group (552 ACG), 552d Maintenance Group (552 MXG), and 552d Air Control Wing Staff.

1.2. Quarterly Awards Categories. Each squadron or Wing Staff office in the wing may submit one enlisted, officer, and civilian nominee per category to their group. Each group may submit one enlisted, officer, and civilian nominee per category to the 552 ACW's quarterly selection board (Attachment 7). Selection boards are convened to select an outstanding:

- 1.2.1. Airman of the Quarter (AB thru SrA)
- 1.2.2. NCO of the Quarter (SSgt thru TSgt)
- 1.2.3. SNCO of the Quarter (MSgt thru SMSgt)
- 1.2.4. CGO of the Quarter (2Lt thru Captain)
- 1.2.5. FGO of the Quarter (Major thru Lt Col)
- 1.2.6. Civilian of the Quarter (GS-8 and below and GS-9 and above).

All 552 ACW winners in each military/civilian category, with the exception of the FGO, will then compete for the Team Tinker Quarterly Awards.

1.3. Annual Awards Categories. Each squadron or Wing Staff office in the wing may submit one enlisted, officer, and civilian nominee per category to their group. Each group may submit one enlisted, officer, and civilian nominee per category to the 552 ACW's annual selection board. Additionally, each squadron may submit one first sergeant nominee their respective group who, in turn, submit one first sergeant nominee to the 552 ACW's annual selection board (Attachment 9). Selection boards are convened to select the:

- 1.3.1. Airman of the Year (AB thru SrA)
- 1.3.2. NCO of the Year (SSgt thru TSgt)
- 1.3.3. SNCO of the Year (MSgt thru SMSgt)
- 1.3.4. First Sergeant of the Year (FSOY) (AFSC: 8F000, also nominees must have possessed the AFSC for at least six months)
- 1.3.5. CGO of the Year (2 Lt thru Captain)
- 1.3.6. FGO of the Year (Major thru Lt Col)
- 1.3.7. Civilian(s) of the Year, these categories coincide with 12AF categories for annual awards.
 - 1.3.7.1. Senior Civilian: GS-11 and above
 - 1.3.7.2. Intermediate Civilian: GS-7 thru GS-10
 - 1.3.7.3. Junior Civilian: GS-6 and below

1.3.8. All 552 ACW winners in each category will then compete for 12th Air Force Annual Awards. Those individuals designated as Wing annual award winners will compete for NAF Outstanding Performer of the Year (OPY)/Outstanding Airmen of the Year (OAY). The Team Tinker Awards categories and instructions are located in TAFBI36-2801.

1.4. Star Performer Awards. The overall objective is to recognize those individuals/teams whom have made significant contributions to squadron, group, or wing productivity efforts. These contributions are for a one-time project/improvement effort that enhances unit effectiveness. If a project takes several months to complete, the package should be submitted during the completion month. Each group may submit one individual and one team per month (see 4.2.5). Two winners will be chosen each month, an individual winner and a team winner. The 552 ACW Director of Staff will select the winner from each category on behalf of the Wing Commander. (Attachment 12)

2. Responsibilities.

2.1. The 552 ACW Director of Staff through 552 ACW/DP will:

2.1.1. Provide overall management and guidance of the FGO, CGO and civilian award programs, establish standards criteria, guidelines for selection, and maintain appropriate files for both programs.

2.1.2. Provide suspense dates when packages are due. ACW and Team Tinker annual and quarterly award suspenses are normally set via memorandum during the first quarter of the calendar year. Director of Staff will coordinate with the Command Chief and publish one memorandum for the 552 ACW.

2.1.3. Arrange location to conduct boards. The facility should be reasonably controlled as to noise level, heating, and/or cooling.

2.1.4. Solicit volunteers to act as board members. Board composition will be as outlined in paragraph 3.

2.1.5. Will staff board recommendations through the CV to the CC for approval of CGO, FGO and civilian board results.

2.2. The 552 ACW Command Chief Master Sergeant (552 ACW/CCC) will:

2.2.1. Provide overall guidance for the enlisted awards program.

2.2.2. Provide suspense dates when packages are due. ACW and Team Tinker annual and quarterly award suspenses are normally set via memorandum during the first quarter of the calendar year. Command Chief will coordinate with the Director of Staff and publish one memorandum for the 552 ACW.

2.2.3. Ensure all 552 ACW winners are recognized appropriately.

2.2.4. Arrange location to conduct boards. The facility should be reasonably controlled as to noise level, heating and/or cooling.

2.2.5. Coordinate board time with board members. Board composition will be as outlined in paragraph 3.

2.2.6. Will staff board recommendations through the CV to the CC for approval of enlisted board results.

2.3. The 552 ACW Group Commanders or Superintendents (as applicable) will:

2.3.1. Establish and publish procedures for selection and nomination of candidates consistent with established criteria.

2.3.2. Ensure individuals nominated for awards are free from any quality force issues/indicators which could result in administrative action or judicial/nonjudicial punishment during the nomination period.

2.3.3. Nominate members in the category of award that corresponds to the grade held for the majority of the award period. For example, if a member has held the grade of TSgt for 7 months of the award period and is then promoted to MSgt, nominate the member in the NCO category.

2.3.4. Establish procedures for nomination and selection of Star Performer Award winners within their respective groups.

2.4. 552 ACW/CCCE will:

2.4.1. Coordinate with Wing CC or CV and member's unit to arrange for presentation of award.

2.4.2. Order award/name plate from appropriate retailer.

3. Board Composition.

3.1. Enlisted Board.

3.1.1. Board President: 552 ACW/CCC or 552 ACW/CCC Representative.

3.1.2. Board Members: 3 Group Superintendents (and/or designated representative), and Wing Staff Superintendent

3.2. CGO Board.

3.2.1. Board President: Squadron Commander (from one of the groups).

3.2.2. Board Members: One Field Grade Officer (FGO) from each group not providing the board president, and one FGO from Wing Staff.

3.3. FGO Board.

3.3.1. Board President: Squadron Commander (from one of the groups).

3.3.2. Board Members: One Field Grade Officer (FGO) from each group not providing the board president, and one FGO from Wing Staff.

3.4. Civilian Board.

3.4.1. Board President: Squadron Commander (from one of the groups).

3.4.2. Board Members: One FGO from each group not providing the board president, and one FGO from Wing Staff.

3.5. Officer/Civilian Board President Delegation (Quarterly Awards).

3.5.1. Board President Delegation for Quarterly Awards will be as follows:

1st Quarter: Air Control Group

2nd Quarter: Maintenance Group

3rd Quarter: Operations Group

4th Quarter: Wing Staff (Director of Staff will serve as Board President)

4. Nominations.

4.1. Eligibility for Monthly, Quarterly, and Annual Awards.

4.1.1. Each nominee must meet the following quality standards:

4.1.1.1. Only those individuals whose duty performance, experience, moral, social qualities, potential, and other attributes have been clearly outstanding and of the highest caliber should be nominated.

4.1.1.2. Uniformed nominees must not have had an open Unfavorable Information File (UIF) during the nomination period.

4.1.1.3. Uniformed nominees must meet fitness standards IAW AFI 36-2905, *Fitness Program* during the nomination period.

4.1.2. Monthly Awards: Any 552 ACW member meeting the above standards is eligible to compete for a Monthly Award; unless they are competing in an equivalent Monthly Award Program at their deployed location.

4.1.3. Quarterly Awards: Any 552 ACW member meeting the above standards is eligible to compete for a Quarterly Award; unless they are competing in an equivalent Quarterly Award Program at their deployed location.

4.1.4. For annual enlisted awards, must meet all quality requirements specified by NAF and MAJCOM to be eligible.

4.2. Required Documents.

4.2.1. The nomination will cover only the period for which the award is submitted. Nominations are submitted on the most current version of AF Form 1206.

4.2.1.1. Quarterly awards are limited to 13 lines (including header lines) (Attachment 8)

4.2.1.2. Annual awards are limited to 30 lines (including header lines) (Attachment 9).

4.2.2. Acronyms contained within AFDD 1-2 *Glossary of Acronyms* may be used within quarterly and annual narratives. For annual awards, a separate acronym list is prohibited. For quarterly awards, a separate acronym list is authorized, however, limited to five (5) acronyms. Approved acronyms (AFDD 1-2 *Glossary of Acronyms*, 552 ACW Writing Guide) do not need to be included on the list. Other acronyms must be either spelled out first or listed in the acronyms section of the AF Form 1206. List acronyms alphabetically on the bottom of the page using the heading 'ACRONYMS:'. This may be modified with instructions from higher headquarters.

4.2.3. Military member nomination packages must include:

- 4.2.3.1. A complete Report of Individual Fitness, printed from the Air Force Portal,
- 4.2.3.2. Individual SURF from Assignment Management System (AMS) for quarterly awards. A base level record review is required for annual awards (six part RIP).
- 4.2.3.3. A signed Privacy Act Statement (Attachment 11). This form is used for Team Tinker awards only. The Privacy Act Statement must contain the nominee's full SSN and mailing address. This information will be provided to banking institutions, as applicable, for the purchase of D.S. Savings Bonds, should the nominee be chosen as one of the quarterly and/or annual award winners.
- 4.2.4. All annual awards packages (Enlisted, Officer, Civilian) being submitted to the Wing will conform to all ACC/12 AF instructions/messages and AFIs for submission, to include a biography IAW AFI 36-2805 attachment 2 and official photo. If packages do not include all required items, member can be disqualified.
 - 4.2.4.1. All quarterly and annual packages (enlisted, officer & civilian) will be uploaded to the 552 ACW/CCC SharePoint site under the applicable quarterly/annual and/or applicable category. 552 ACW/CCCE will then disseminate the packages to the appropriate office for boarding. If packages do not include all required items, member can be disqualified.
- 4.2.5. Star Performer nominations will be submitted in bullet format, limited to no more than 5 bullets (5 lines maximum), placed on the most current version of AF Form 1206, *Nomination for Award*, and attached to an e-mail. Groups will submit their group winner to the wing, only one 552 ACW winner will be selected each month for each category. Submissions must be sent to the "552 ACW/CCEA Command Section" organizational e-mail box NLT the 10th of each month. When the 10th of the month falls on a weekend, submissions are due the Friday prior.
- 4.3. Suspense. Units will submit nomination packages to ensure receipt by the POC by the established dates.

5. Selection Board Responsibilities.

- 5.1. Scoring Criteria. All wing level boards will be package only boards. Groups and squadrons will hold at a minimum package review selection boards per published unit standards and are highly encouraged to perform physical/face-to-face boards if all nominees and sufficient board personnel are available. Board members will use the following criteria to evaluate the nominees.
 - 5.1.1. Leadership and Job Performance in Primary Duties.
 - 5.1.2. Significant Self Improvement.
 - 5.1.3. Base or Community Involvement.
- 5.2. Board Records.
 - 5.2.1. Board members should use applicable evaluation sheets (Enlisted-Attachment 2, CGO/FGO-Attachment 4, Civilian-Attachment 5, for Annual and Attachment 6 for Team Tinker), to score nominees.

5.2.2. The board presidents will compile board results on either the applicable evaluation sheets (Attachment 3 and Attachment 7) and obtain the signature of all board members or via email score results from board members. The board will provide the board's recommendations to 552 ACW/CCCE (enlisted) or 552 ACW/DP (officer and civilian) who in turn will present the completed tally sheet along with a copy of all the packages to the CC through the CV for approval.

5.2.3. Wing CC, or the CV in his absence, is the final approval authority for all winners. The boards make recommendations for the selection to the Wing CC, who can modify results if circumstances dictate.

6. Awards, Honors, and Courtesies.

6.1. Winners can receive:

6.1.1. An award appropriately engraved and presented by the wing commander or designated representative.

6.1.2. An incentive flight on an E-3 AWACS, if winner is not an aircrew member.

6.1.3. Additional awards/gifts made available by base and civic organizations.

JAY R. BICKLEY, Col, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-28, *Awards and Decorations Program*, 30 July 2012

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 36-2905, *Fitness Program*, 29 October 2013

AFDD 1-2 *Glossary of Acronyms*, 11 January 2007

Prescribed and Adopted Forms

Prescribed Forms:

None

Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 1206, *Nomination for Award*, 26 September 2012

Attachment 2

ENLISTED PACKAGE BOARD EVALUATION SHEET

Quarterly/Annual Boards

Table A2.1. Enlisted Nomination Evaluation

NOMINATION EVALUATION					
NAME (Last, First MI)	Leadership/Job Performance (1-30)	Self Improvement (1-5)	Base and Community Involvement (1-10)	Total Score	Rank Order
AIRMAN CATEGORY					
NCO CATEGORY					
SNCO CATEGORY					

Attachment 3

ENLISTED BOARD PRESIDENT TALLY SHEET QUARTERLY/ANNUAL BOARDS**Table A3.1. Board President Tally Sheet – Airman Category**

Airman Category Nominee Name:	OG	ACG	MXG	WG Staff	Total	Ranking (1-4)

Table A3.2. Board President Tally Sheet – NCO Category

NCO Category Nominee Name:	OG	ACG	MXG	WG Staff	Total	Ranking (1-4)

Table A3.3. Board President Tally Sheet – SNCO Category

SNCO Category Nominee Name:	OG	ACG	MXG	WG Staff	Total	Ranking (1-4)

** A rank of 1st is awarded 1 point, 2nd is awarded 2 points, 3rd is awarded 3 points, and 4th is awarded 5 points

***Nominee with the lowest total rank score will be ranked 1st and declared the winner, with the wing commander's approval. In the event of a tie the board president serves as the tie breaker.

Board Member Signatures:

1: _____

Date: _____

2: _____

Date: _____

3: _____

Date: _____

4: _____
Date: _____

5: _____
Date: _____

6: _____
Date: _____

CIVILIAN NOMINATION EVALUATION SHEET ANNUAL BOARD (12AF)

[illegible]

Attachment 6

**CIVILIAN NOMINATION EVALUATION SHEET TEAM TINKER
QUARTERLY/ANNUAL BOARDS**

Table A6.1. Civilian Nomination Evaluation-Team Tinker/Annual Boards

NOMINATION EVALUATION						
NAME (Last, First MI)	Mission Impact (1-50)	Projects outside of Normal Tasking (1-10)	Self Improvement (1-10)	Base or Community Involvement (1-10)	Total Score (1-80)	Rank Order

Scoring Guidelines:**Duty Accomplishments/Mission Impact**

- This element will include exceptional performance in completing assigned duties, going beyond the "expected"
- Will include any employee recognition such as other awards, Letters of Commendation, coins, etc.
- Address any favorable outcome or impact, money saved or other outstanding accomplishments to the mission and how it was achieved

Projects Outside of Normal Tasking

- This element will include accomplishments outside the nominee's regularly assigned duties

Self-Improvement

- This element includes any self-improvement areas and will include employee's initiative, role model behavior and/or take-charge attitude

Community Service/Volunteer

- This element will include any community service/volunteer work the nominee has performed

Attachment 7

OFFICER/CIVILIAN BOARD PRESIDENT TALLY SHEET**Table A7.1. Board President Tally Sheet – CGO Category**

CGO Category Nominee Name:	OG	ACG	MXG	WG Staff	Total	Ranking (1-4)

Table A7.2. Board President Tally Sheet – FGO Category

FGO Category Nominee Name:	OG	ACG	MXG	WG Staff	Total	Ranking (1-4)

Table A7.3. Board President Tally Sheet – Civilian Category (GS 5-6)

GS 5-6 Category Nominee Name:	OG	ACG	MXG	WG Staff	Total	Ranking (1-4)

Table A7.4. Board President Tally Sheet – Civilian Category (GS 7-10)**Table A7.5. Board President Tally Sheet – Civilian Category (GS 11 & above)**

GS-11 & above Category Nominee Name:	OG	ACG	MXG	WG Staff	Total	Ranking (1-4)

**Nominee with the lowest total rank score will be ranked 1st and declared the winner, with the wing commander's approval. In the event of a tie the board president serves as the tie breaker.

***Civilian categories for quarterly awards will only consist of two categories: GS-8 and below; GS-9 and above.

Board Member Signatures:

1: _____

Date: _____

2: _____
Date: _____

3: _____
Date: _____

4: _____
Date: _____

5: _____
Date: _____

6: _____
Date: _____

Attachment 8

SAMPLE AF FORM 1206, NOMINATION FOR QUARTERLY AWARDS PROGRAM

Figure A8.1. Sample Quarterly Award Nomination

NOMINATION FOR AWARD		
AWARD Quarterly Awards Program	CATEGORY (If Applicable) see below	AWARD PERIOD 1 Jan XX - 31 Dec XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SSgt / Jane R. Doe		MAJCOM, FOA, OR DRU ACC
DAFSC/DUTY TITLE 4B071 / NCOIC, Propulsion Element	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 555-5555 & Comm: (555) 555-5555	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 552d Air Control Wing / XXX / 7481 Sentry Blvd / Tinker AFB / OK / 73145		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) / COMMANDER'S TELEPHONE (DSN & Commercial) Colonel / John C. Doe / DSN: 555-5555 & Comm: (555) 555-5555		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (No more than 5 lines)</p> <ul style="list-style-type: none"> - Describe significant ldrshp accomplishments and how well they performed assigned primary and add'l duties - Define the scope and level of responsibilities and the impact on the mission and the unit - Include any new initiatives/techniques developed by the mbr that positively impacted the unit and/or mission - Include results of AF/MAJCOM/NAF level inspections and/or evaluations - Include awards received (i.e. CGO of the Quarter, Maintenance Professional of the year, etc) <p>SIGNIFICANT SELF-IMPROVEMENT: (No more than 2 lines)</p> <ul style="list-style-type: none"> - Show how he/she has developed/improved skills related to primary duties - For example: formal training, OJT, certifications, off-duty education related to primary duties, etc - Include completion of any professional mil education (PME) as well as awds earned during in-res attendance - Include any off duty education not directly related to primary duties - (i.e. class/course/degree enrollment and/or completion, grade point average) - Cite any other relevant training or activity that significantly enhanced his/her value as a military member <p>BASE OR COMMUNITY INVOLVEMENT: (No more than 3 lines)</p> <ul style="list-style-type: none"> - Define the scope and impact of positive leadership and involvement in both the military and civic community - Include leadership/membership/participation in unit advisory councils, professional military organizations - For example: President of CGOC, Base dining-out committee, member of AFA, Sunday School teacher, etc <p>-----</p> <p>INSTRUCTIONS (Remove instructions from award nomination):</p> <ul style="list-style-type: none"> - Quarterly award write-ups are limited to 13 lines (including HEADINGS) - Bullets cannot begin on the same line as headings, and must be single lines (no wrap-around bullets) - A separate acronym list is authorized, however, limited to five (5) acronyms. Approved acronyms (AFDD 1-2 Glossary of Acronyms, 552 ACW Writing Guide) do not need to be included on the list. Other acronyms must be either spelled out first or listed in the acronyms section of AF Form 1206. List acronyms alphabetically on the bottom of the page using the heading 'ACRONYMS:' - Approved abbreviations are IAW with the most recent version of the 552 ACW's Writing Guide - Further acronym and/or abbreviation guidance may be modified with instructions from Higher Headquarters <p>AWARD CATEGORIES (Remove from award nomination):</p> <p>FGO: Major thru Lt Col CGO: 2Lt thru Captain SNCO: MSgt thru SMSgt NCO: SSgt thru TSgt AMN: AB thru SrA Civilian: GS-8 and below and GS-9 and above</p> <p>- All 552 ACW winners in each military/civilian category, with the exception of the FGO, will then compete for the Team Tinker Quarterly Awards</p>		

Attachment 9

SAMPLE AF FORM 1206, NOMINATION FOR ANNUAL AWARDS PROGRAM

Figure A9.1. Sample Annual Award Nomination

NOMINATION FOR AWARD		
AWARD Annual Awards Program	CATEGORY (if Applicable) see below	AWARD PERIOD 1 Jan XX - 31 Dec XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SSgt / Jane R. Doe		MAJCOM, FOA, OR DRU ACC
DAFSC/DUTY TITLE 4B071 / NCOIC, Propulsion Element	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 555-5555 & Comm: (555) 555-5555	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 552d Air Control Wing / XXX / 7481 Sentry Blvd / Tinker AFB / OK / 73145		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) / COMMANDER'S TELEPHONE (DSN & Commercial) Colonel / John C. Doe / DSN: 555-5555 & Comm: (555) 555-5555		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</p> <ul style="list-style-type: none"> - Describe significant ldrshp accomplishments and how well they performed assigned primary and add'l duties - Define the scope and level of responsibilities and the impact on the mission and the unit - Include any new initiatives/techniques developed by the mbr that positively impacted the unit and/or mission - Include results of AF/MAJCOM/NAF level inspections and/or evaluations - Include awards received (i.e. CGO of the Quarter, Maintenance Professional of the year, etc) <p>SIGNIFICANT SELF-IMPROVEMENT:</p> <ul style="list-style-type: none"> - Show how he/she has developed/improved skills related to primary duties - For example: formal training, OJT, certifications, off-duty education related to primary duties, etc - Include completion of any professional mil education (PME) as well as awds earned during in-res attendance - Include any off duty education not directly related to primary duties - (i.e. class/course/degree enrollment and/or completion, grade point average) - Cite any other relevant training or activity that significantly enhanced his/her value as a military member <p>BASE OR COMMUNITY INVOLVEMENT:</p> <ul style="list-style-type: none"> - Define the scope and impact of positive leadership and involvement in both the military and civic community - Include leadership/membership/participation in unit advisory councils, professional military organizations - For example: President of CGOC, Base dining-out committee, member of AFA, Sunday School teacher, etc <p>-----</p> <p>INSTRUCTIONS (Remove instructions from award nomination):</p> <ul style="list-style-type: none"> - Annual award write-ups are limited to 30 lines (including HEADINGS) - Bullets cannot begin on the same line as headings, and must be single lines (no wrap-around bullets) - A separate acronym list is prohibited. Only approved acronyms (AFDD 1-2 Glossary of Acronyms) may be used within the narrative. - Approved abbreviations are IAW with the most recent version of the 552 ACW's Writing Guide - Further acronym and/or abbreviation guidance may be modified with instructions from Higher Headquarters - Wing recommended bullet distribution: 60% LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY 20% SIGNIFICANT SELF-IMPROVEMENT 20% BASE OR COMMUNITY INVOLVEMENT <p>AWARD CATEGORIES (Remove from award nomination):</p> <p>FGO: Major thru Lt Col CGO: 2Lt thru Captain SNCO: MSgt thru SMSgt NCO: SSgt thru TSgt AMN: AB thru SrA First Sergeant (AFSC: 8F000) Senior Civilian: GS-11 and above Intermediate Civilian: GS-7 thru GS-10 Junior Civilian: GS-6 and below</p>		

Attachment 10

SAMPLE AF FORM 1206, NOMINATION FOR TEAM TINKER CIVILIAN QUARTERLY/ANNUAL AWARDS

Figure A10.1. Sample Civilian Annual/Quarterly Award Nomination

NOMINATION FOR AWARD		
AWARD Civilian of the Quarter/Year	CATEGORY (If Applicable) see below	AWARD PERIOD 1 Jan XX - 31 Dec XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-X Jane D. Doe	MAJCOM, FOA, OR DRU ACC	
DAFSC/DUTY TITLE PP - Series - Grade/Title	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 555-5555 & Comm: (555) 555-5555	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 552d Air Control Wing / XXX / 7481 Sentry Blvd / Tinker AFB / OK / 73145		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) / COMMANDER'S TELEPHONE (DSN & Commercial) Colonel / John C. Doe / DSN: 555-5555 & Comm: (555) 555-5555		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>DUTY ACCOMPLISHMENTS/MISSION IMPACT: (This area is worth 50 points)</p> <ul style="list-style-type: none"> - This element will include exceptional performance in completing assigned duties, going beyond the "expected" - Will include any employee recognition such as other awards, Letters of Commendation, coins, etc. - Address any favorable outcome or impact, money saved or other outstanding accomplishments to the mission and how it was achieved <p>PROJECTS OUTSIDE OF NORMAL TASKING: (This area is worth 10 points)</p> <ul style="list-style-type: none"> - This element will include accomplishments outside the nominees regularly assigned duties <p>SELF-IMPROVEMENT: (This area is worth 10 points)</p> <ul style="list-style-type: none"> - This element includes any self-improvement areas and will include employee's initiative, role model behavior and/or take-charge attitude <p>COMMUNITY SERVICE/VOLUNTEER: (This area is worth 10 points)</p> <ul style="list-style-type: none"> - This element will include any community service/volunteer work the nominee has performed <p>-----</p> <p>INSTRUCTIONS (Remove instructions from award nomination):</p> <ul style="list-style-type: none"> - This format is for Team Tinker quarterly/annual awards ONLY - Quarterly award write-ups are limited to 13 lines (including HEADINGS) - Annual award write-ups are limited, but not to exceed, one full front page of the AF Form 1206 (including HEADINGS) - A separate acronym list is authorized. Approved acronyms (AFDD 1-2 Glossary of Acronyms) do not need to be included on the list. Other acronyms must be either spelled out first or listed in the acronyms section of AF Form 1206. - For quarterly awards, list acronyms alphabetically at the bottom of the front page using the heading 'ACRONYMS.' - For annual awards, list acronyms alphabetically on the back page under the 'Specific Accomplishments' section using the heading 'ACRONYMS.' <p>AWARD CATEGORIES (Remove from award nomination):</p> <p>Category 1: GS-4 and below; WG-8 and below</p> <p>Category 2: GS-5 thru 7; WG-9 thru 11</p> <p>Category 3: GS-8 thru 11; WG-12 thru 15</p> <p>Category 4: GS-12 thru 15; WS-11 thru 18</p> <p>Category 5: Rookie of the Year (annual Award only, not used for quarterly awards) [An individual who has worked at Tinker AFB as a civil service employee for 2 years or less constitutes a "Rookie" and will be entered for competition into the Rookie category for ranking consideration]</p> <p>Category 6: Administrative/Clerical (open to all grades/series, performs administrative/clerical functions. Nominees cannot be in a training program)</p> <p>Wiley Post Civilian Leadership Award: (2 Categories)</p> <p>A.) Supervisory - first and second-lvl supervisors/mngers (ldrshp positions at SQ or div-lvl & above)</p> <p>B.) Non-supervisory (2 separate categories) - GS-09, WG-09 and below OR GS-10, WG-10 and above</p>		

Attachment 11**PRIVACY ACT STATEMENT****For Team Tinker Awards only****Figure A11.1. Sample Privacy Act Statement****PRIVACY ACT STATEMENT**

AUTHORITY: Solicitation of personal information for USAF endorsed recognition programs is subject to the Privacy Act of 1974 (Public Law 93-579, as codified in Title 5, United States Code (U.S.C.), Section 552a, and published in Title 32, Code of Federal Regulations (C.F.R.), Section 806b, and is authorized by federal Statutes (5.U.S.C. 301 and 10 U.S.C. 8012).

PURPOSE: The principal purpose for the information's use is to provide publicity and recognition through military and (or) civilian news media inherent to the recognition program.

ROUTINE USES: Routine uses may be made of the information by commanders and award selection board members at any level of command, by officials of private organizations sponsoring awards programs described in Air Force Instruction 36-2805, and by information officials representing the military and (or) civilian news media.

DISCLOSURE IS VOLUNTARY: Furnishing the information is voluntary; failure to provide the information will result in ending these considerations for recognition.

PRIVACY ACT STATEMENT: AFI 36-2805

"I have read the above statement, and I do authorize release of the personal information described in AFI 36-2805 for the specific award."

SIGNATURE

TYPED NAME/RANK/SSAN

HOME ADDRESS

CITY, STATE, ZIP CODE

Attachment 12

STAR PERFORMER AWARD

Figure A12.1. Sample Star Performer Nomination

NOMINATION FOR AWARD		
AWARD Star Performer	CATEGORY (If Applicable) see below	AWARD PERIOD 1 - 31 MON XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SSgt / Jane R. Doe		MAJCOM, FOA, OR DRU ACC
DAFSC/DUTY TITLE 4B071 / NCOIC, Propulsion Element	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 555-5555 & Comm: (555) 555-5555	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 552d Air Control Wing / XXX / 7481 Sentry Blvd / Tinker AFB / OK / 73145		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) / COMMANDER'S TELEPHONE (DSN & Commercial) Colonel / John C. Doe / DSN: 555-5555 & Comm: (555) 555-5555		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) *LIMITED TO 5 SINGLE-LINE BULLET STATEMENTS; NO HEADINGS* - Describe significant accomplishments contributions to squadron, group, or wing productivity efforts - One-time project/improvement effort that enhanced unit effectiveness ----- INSTRUCTIONS: - A separate acronym list is authorized. Approved acronyms (AFDD 1-2 Glossary of Acronyms) do not need to be included on the list. Acronyms can be used without spelling them out the first time. - For Star Performer awards, list acronyms alphabetically at the bottom of the front page using the heading 'ACRONYMS:' - Approved abbreviations are IAW with the most recent version of the 552 ACW's Writing Guide AWARD CATEGORIES: IND: Individual TEAM: Team		